

RECORD RETENTION

Effective Date: 11/1/93

PURPOSE

The purpose of this Department policy is to insure that each division, facility and/or program unit within this Department has established and maintains a records management system and a system and schedule for records retention. This policy:

establishes staff responsibilities regarding records management and retention;

establishes Department-wide coordination and management of the activities relating to records management and retention; and

insures that adequate Department-wide records management and retention supports this Department's (DSCYF) efforts to meet its legal and regulatory obligations to other State and Federal agencies.

POLICY

The Delaware Public Records Law grants the Department of State (Division of Historical and Cultural Affairs, Bureau of Archives and Records Management) with the power, duty and authority, among other things, to establish and manage an archives and records management program and develop such rules and regulations to carry out the purposes of this law.

The Bureau of Archives and Records Management, to help fulfill these duties, has issued a Records Management Handbook, "General Records Retention Schedule," as well as other operating policies and procedures. In addition, this law mandates that it is the duty of public officials and employees to adequately document the transaction of public business, services and programs and to retain and adequately protect all public records in their custody. Other State agencies, for example, the Division of Accounting, in its State of Delaware Budget and Accounting

Manual, based on the Records Management Handbook, also address records management and retention.

It is Department (DSCYF) policy that all staff shall abide by the rules, regulations, guidelines, procedures, forms and deadlines set forth by Federal and State agencies, including this Department, that apply to records management, retention and custody.

Confidentiality is addressed in Department Policy # 205, "Confidentiality of Client Records."

It is also Department policy that, in addition to the Bureau of Archive and Records Management's General Records Retention Schedule, each Departmental program unit shall have and abide by a separate and unique retention schedule, approved by the Bureau of Archives, if it has records unique to this Department that have special retention needs.

PROCEDURES

Management and Coordination

The Department's Records Manager shall coordinate Department-wide record management and retention activities and shall serve as the Department's liaison with other agencies in all activities and information involving records management and retention. This employee also shall sign all forms being routed to the Bureau of Archives and Records Management.

Each division director shall appoint a Divisional Records Officer, who shall coordinate that division's records management and retention activities.

Implementation

Division Directors or a designee shall insure that staff adheres to the provisions of this policy.

All staff members working with records shall become familiar with and follow the rules, regulations, procedures and forms of records retention and management, as outlined in, but not limited to, the Bureau of Archives and Records Management's, "A Records Management Handbook".

The Department Records Manager shall advise and assist Department staff in records management and retention activities as needed.

The Department Records Manager and/or divisional records officers shall monitor records management and retention, at their discretion, or as directed by the Bureau of Archives and Records Management.